

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 117
MSA ID: SE55-2231

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	A90 LTRS (Already Scanned) Paper	2428	3A	7/13/2007-8/29/2007	1 cu ft.	09/26/2011	Shred
2	A78 LTRS (Already Scanned) Paper	2428	3A	7/13/2005-5/08/2009	1 cu ft.	09/26/2011	Shred
3	H/C PKTS & Refferals (Already Scanned) Paper	2428	3A	11/13/2006- 9/15/2009	14 cu ft.	09/26/2011	Shred

Destruction Certification

Walter Zerrlaut

Signature

DHMH Records Officer

Title

10/26/2011

Date